



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

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SECRETARY

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COMMISSIONER

February 22, 2012

Ms. Annie Dookhan



SANDRA AKERS, CEO
TEWKSBURY HOSPITAL
365 EAST STREET
TEWKSBURY, MA 01876
TEL: 978-851-7321

Dear Ms. Dookhan:

This letter is to inform you that effective immediately you are being placed on a paid administrative leave of absence pending a Show Cause Hearing to determine your employment status. You will be notified under separate cover of the Charges and Specifications and time and date of the hearing.

You must be available as needed during this leave of absence to report for any meetings that you are called upon to attend during your normal work hours. During this leave of absence, you are not to have any contact with the employees (other than your union representative) or clients of the Department of Public Health/Hinton State Laboratory except when called upon regarding this matter. Please be advised that while on a paid leave, you are expected to fully cooperate with any investigations and respond to any and all requests from the Administration. In the event that you violate either of those conditions of your paid leave, your status will be changed to administrative leave without pay.

Please be advised that this leave status does not impact your responsibilities to respond to subpoena's from district attorneys' offices. Please notify Dr. Linda Han if you receive a subpoena directly or receive calls from the district attorneys' regarding their cases.

Please be advised if you need to leave the area for any reason and will not be available that you are responsible for contacting your supervisor to notify him/her of the dates and reasons you will be unavailable. You will be charged the appropriate earned time off during times that you are not available. If a holiday should occur during this leave of absence, you will be assigned the holiday as your holiday day off and will not be expected to be available.

I appreciate your cooperation in this matter.

Sincerely,

Monica Valdes Lupi
Deputy Commissioner

cc:

Carol Cormier, ESM
David Young, Labor Relations Specialist
Michele Gates, MOSES
Payroll

Personnel file